IBM

ENCOMPASS
Agency Chief Financial Officer and Executive-Level Meeting

January 15, 2008

Agenda

- Opening Remarks – Steve Daniels
- SWAT Team Updates – Steve Daniels
- Agency Implementation Plans – Steve Daniels
- Reminders – Steve Daniels
- Projects – Steve Daniels
- End User Testing – Jim Welsh
- Training – Daniel Kinnamon
- Internal Controls – Marilyn Rudolph
- Next Steps – Steve Daniels

Global Business Services

Opening Remarks

Opening Remarks

- Environment Status

  - Sandbox ready for Agency Testing

- The implementation schedule is as follows:

  - <u>January 2 – February 22:</u> Agencies test the system in the Sandbox Environment and execute Agency Implementation Plan activities, i.e., completing reconciliation, core/project mapping, and file format updates

  - <u>February 19:</u> PeopleSoft cutoff

  - <u>February 27:</u> GEAC (AOS) cutoff

  - <u>March 3:</u> New ENCOMPASS Go-Live Date

Opening Remarks

- OCM Transition

- Agency OCM assignments are located on the ENCOMPASS website:

    – Documents > Agency OCM Assignments

SWAT Team

SWAT Team

- The Accounting/Operational Support (SWAT) team:

  – Assisting the agencies with both pre- and post-support implementation tasks

  – Serving as liaisons to the ENCOMPASS Project Team

  – Allow the ENCOMPASS Project Team to be more responsive to agency concerns and issues

  – Providing support to agencies that will include knowledge transfer from the implementation team directly to agency end users

Reminders

Reminders

- Complete Tasks on Agency Implementation Plans

- Balancing and Reconciliation
  - Agencies should have reconciled FY08 financial transactions in PeopleSoft to the financial transactions maintained by AOS (financial objects 1, 4, and 5, purchase orders, and assets)

FY 2008 Accounting Period	Month	Balancing Reconciliation Completion Date	General Ledger Accounting Period Close Date
6	December	January 9, 2008	January 14, 2008
7	January	February 7, 2008	February 12, 2008
8	February	February 18, 2008	February 19, 2008

Reminders

- Chartfield Mapping

  - Current Draft of New Core Chartfield Values Posted on ENCOMPASS Website

- Projects

  - Attend Projects Sessions

- ID Bills

  - Submit chartfield strings you wish to use to receive these transactions

Projects

Reminders

To Do:

Project Module

- Current Project Module Agency Tasks (Due 01/18/08):

  – Complete Subrecipient Project Information Template

  – Complete Parent – Child Project Information Template

  – Complete Project & Activity Attribute Template

  – Provide Grant Award Letters or other acceptable supporting information to GMIS for New Federal Funding Sources

- **All Templates located on the ENCOMPASS website:**

  – Documents > Project Module Approach > Templates for Project Attributes

Reminders

To Do:

Project Module Session's:

– **Who:** Only Agencies using the Projects Module after ENCOMPASS Go-Live should attend

– **When:** Wednesday, January 23, 2008 at 1:00pm in Conference Room 22

Thursday, January 24, 2008 at 2pm in Conference Room B

– **Tasks:** Verify Funding Source Values & 3/3/08 Balances

– Verify 03/03/08 Project Budget Balances
– Provide Project Mapping for all Unmapped Values

End User Testing

Sandbox Structured Testing Schedule

- We want you to help find problems

- Testing will take place in **_Conference Center Room 15_**

- Assigned testers have been invited to test scripts and typical work

- Assigned testers have been key testers in version upgrades

- All users may participate in the Open Sessions (subject to open seats)

- Open sessions will have scripts. Users are encouraged to bring real work from their desks (daily, weekly, monthly, quarterly, occasional)

- The Sandbox is a converted copy of Production from December 14th.

Sandbox Structured Testing Schedule

- Schedule is also posted on the ENCOMPASS website

- Testing in **Conference Center Room 15**

Day	Date	Time	Description
Tuesday	1/15/08	10:00am – 12:00pm	Open Session
Tuesday	1/15/08	1:30pm – 3:30pm	Open Session
Wednesday	1/16/08	10:00am – 12:00pm	Open Session
Wednesday	1/16/08	1:30pm – 3:30pm	Open Session
Thursday	1/17/08	10:00am – 12:00pm	Open Session
Thursday	1/17/08	1:30pm – 3:30pm	Open Session
Friday	1/18/08	10:00am – 12:00pm	Open Session

Training

Global Business Services

Training

- New Enrollment Form available on the ENCOMPASS website

- Workshop Schedules for January
  - ROC Workshops – 1/9 – 1/11; 1/28 – 1/31
  - Approver Workshops – 1/14 – 1/17; 1/22 – 1/25
  - Inquiry Workshops – 1/14 – 1/17; 1/22 – 1/25
  - Receivers Workshops – 1/14 – 1/17 ; 1/22 – 1/25
  - Navigation Workshops – 1/14, 1/28 – 1/31

Training

- Refresher Courses (Jan 28 – Feb 1)
  - Trainers will be available for AP, G/L, and AR from 9am – 4:30
  - Bring your training materials and exercise packets
- Core Training will resume in February
- Core Training schedule was posted on Friday 1/11
- Remote site training will be available for AP and G/L

Internal Controls

ROLES SPREADSHEET

- Received and approved: 74

- Working with agencies to resolve issues: 28

- Not yet received: 1

- Role approval and set up enables access to sandbox environment

WHERE DO WE GO FROM HERE?

- NEW USERS, not previously using financials, must be established through GMIS

- Future access requests in these modules will be checked against current access and approved prior to access given.

- These requests should the routed through the internal control address.

Next Steps

Next Steps

- Reconcile GL balances for December by January 09

- Complete activities on Agency Implementation Plans by committed date

- Sign-up and attend workshop training that will start in January

- Link AOS assets in GEAC to PeopleSoft assets by January 15

- Complete COA mapping activities by January 15

- Reconcile purchase orders by February 1

- Complete testing of file formats by February 8

- Clean up old purchase orders by February 21

* Please note all dates are from the Agency Implementation Plan!

Contact Information

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Contact Information (cont.)

- ENCOMPASS Website

  – http://myshare.in.gov/sba/encompass

- ENCOMPASS Email Address

  – encompass@sba.in.gov

- If you are having technical issues, submit them to GMIS

  – http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp

We Welcome Your Feedback / Questions / Comments

Questions and Answers